

Order #:

FIMA Document #:

**NOAA FTS2001 CONTRACT SERVICE  
OBLIGATION FOR TELECOMMUNICATIONS - A**

**Line/Staff/Procurement Office:**

**NOAA Approving Official Authorizing Funding:**

Name:

Title:

Address:

Telephone Number:

Extension:

**Service to be Ordered:**

**Program Manager Authorized to Order Service:**

Name:

Telephone Number:

Extension:

**Statement of Obligation by NOAA Approving Official:**

As the NOAA Approving Official Authorized to expend funds for FTS2001 Orders, I hereby obligate \$ \_\_\_\_\_ for FY \_\_\_\_\_ and thereafter, subject to availability of funds until further notice for FTS2001 Products and Services.

I also authorize \_\_\_\_\_ (Name of DAR) to place orders against this obligation.

**Not to Exceed:** \$ \_\_\_\_\_ (Per FY)

**Accounting Information:**

**Signature of NOAA Approving Official:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:**

**Order Number:** This is filled in by the DAR to allow him/her track the order.

**FIMA Document Number:** Fill this in only if you are ordering services that you want put under an existing FIMA Document Number and are using the same accounting code that the existing FIMA Document Number has. The service must also be of a like service for the existing FIMA Document Number. This FIMA Document Number must be for FTS2001 Services from MCI. You can not use a FIMA Document Number that was used for FTS2000 Services from AT&T. If you do not fill this in the DAR will create a new FIMA Document Number.

**Line/Staff/Procurement Office:** Fill in the office title, an example would be NOAA/Coastal Services Center.

**NOAA Approving Official Authorizing Service:** Fill in the name, title, address, and telephone number of the NOAA approving official who will sign this statement.

**Service to be Ordered:** Fill in the type of service to be ordered. Examples would be Calling Cards, Frame Relay Service, etc.

**Program Manager Authorized to Order Service:** Fill in the name and telephone number of the person who is placing the order.

**Statement of Obligation by NOAA Approving Official:** Fill in the amount to be obligated and which fiscal year the obligation is to start. Also put the DAR's name who will be placing the order. For NOS Field Offices that would be me, David Hendsbee.

**Not to Exceed:**

**Accounting Information:** Fill in the accounting code to be charged.

**Signature and Date of Approving Official:** To be signed and dated by the NOAA Approving Official.

**FIMA Document Number Structure:** The FIMA Document Number is 9 characters long with the following structure.

- 1<sup>st</sup> character "F" for FTS2001 service
- 2<sup>nd</sup> character defines service type
- 3<sup>rd</sup> character defines line office requesting service
- 4<sup>th</sup> & 5<sup>th</sup> characters are DAR initials
- 6<sup>th</sup> - 9<sup>th</sup> characters are DAR-assigned sequence #

Sample as follows: FCNDH0099

F (1<sup>st</sup> character)  
C (2<sup>nd</sup> character defines service type, see list below)  
N (3<sup>rd</sup> character defines line office requesting service)  
DH (4<sup>th</sup> & 5<sup>th</sup> characters are DAR initials)  
0099 (6<sup>th</sup> - 9<sup>th</sup> characters are DAR-assigned sequence #)

Service type codes:

A = ATM  
C = CALLING CARDS  
D = DEDICATED DATA  
F = FRAME RELAY  
I = INTERNET  
P = PACKET SWITCHED  
S = SWITCHED VOICE  
T = TOLLFREE  
U = AUDIO CONFERENCING  
V = VIDEO

Line Office Codes:

A = OFA  
E = NESDIS  
F = NMFS  
M = OAR  
N = NOS  
P = SAO  
W = NWS

For the long distance charges associated with GSA service, the structure will be  
1<sup>st</sup> character

2<sup>nd</sup> character GSA service

3<sup>rd</sup> character defines line office

4<sup>th</sup> - 9<sup>th</sup> characters GSA system and customer number

Sample as follows: FGW372119

F = 1<sup>st</sup> character  
G = 2<sup>nd</sup> character GSA service  
W = 3<sup>rd</sup> character defines line office  
372119 = GSA system and customer number